

With Instructions

**Type of Review:
YRC II**

Section:	Opening Comments
Requirement:	Opening Comments
Instructions:	We can add instructions for each question.

Source:

Indicator #		Opening Comments.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Section:	Section 1.1 - General requirements – Policies and Procedures
Requirement:	<p>(a) The General Program description approved by (DCF) Department for Children and Families Prevention and Protection Services or JJA for each facility shall include but not be limited to the goals of the program, resident behavioral management system, job descriptions (responsibilities, functions, and qualifications), policies and procedures, daily living activities, health services, recreation activities, and visitation policies.</p> <p>(b) The continuum of services delivered by the facility to meet a variety of youth's needs shall be explicitly delineated in the general program description. Each facility description shall include, but not be limited to: the goals of the program; resident behavior management system; daily living activities; life skill development, health services; recreation activities; and, visitation policies. In addition, DCF and JJA will review all marketing, public relations material and website content to evaluate the facility's primary program purpose.</p>

Source:

Policies, Procedures or Documents

Indicator #	Review p/p.			
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Source:

Policies, Procedures or Documents

Indicator #	Review program description, including requirements of (b).			
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Section:	Section 1.2 - General Staff requirements
Requirement:	Residential services must be: (1) Provided under the supervision of a Bachelor's level administrator; (2) Coordinated by a Bachelor's level YRC II Facility case coordinator; a) The youth to case coordinator ratio in a YRC II Facility is 1:16. (3) Provided by a residential facility appropriately licensed by KDHE. (4) Child care staff must be 21 years of age or have evidence of exception granted by the contracting agency.

Source:

HR Files

Indicator #		Review case coordinator job description and HR file. Check ratio assignments.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

HR Files

Indicator #		Review personnel files for age requirements.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

HR Files

Indicator #		Review case coordinator personnel file for compliance with (2)			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

HR Files

Indicator #		Review administrator job description and HR file.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

HR Files

Indicator #		Review administrator personnel file or contract for compliance with (1)			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Policies, Procedures or Documents

Indicator #		Review p/p.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Policies, Procedures or Documents

Indicator #		Ask for KDHE license certificate.		
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Section:	Section 2.1 - Placement Agreement
Requirement:	A Placement Agreement must be completed between the provider and the referring agency. A copy of the Placement Agreement must be kept in the youth's file at the facility.

Source:

Case Records

Indicator #		Review documentation.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Policies, Procedures or Documents

Indicator #		Review p/p.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Section:	Section 2.2 - Admission Criteria
Requirement:	Youth in a YRC II Facility shall fall within one of four categories: 1.Those who have never demonstrated a need for psychiatric or substance abuse services. 2.Those who have been assessed for the need for inpatient psychiatric or substance abuse services and have not met the threshold but are receiving outpatient services. 3.Those for whom the absence of need for inpatient services has been certified by a LMHP but are receiving outpatient services. 4.Those who have been assessed for the need for inpatient psychiatric or substance abuse services and are awaiting a PRTF bed.

Source:

Case Records

Indicator #		Review PRTF/RADAC screens if appropriate.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Policies, Procedures or Documents

Indicator #		Review p/p.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Case Records

Indicator #		If Mental Health / Substance Abuse treatment needs are identified during the course of the youth's stay at the YRC, ensure that they are followed up on the program plan.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Section:	Section 2.3 - Incidental Outpatient Mental Health / Substance Abuse Treatment
Requirement:	<p>Only Incidental outpatient Mental Health / Substance Abuse treatment is allowed in a YRC II Facility. The purpose of a youth residing in a YRC II Facility is NOT to receive mental health/substance abuse treatment.</p> <p>Each youth who will be receiving outpatient Mental Health/Substance Abuse treatment while residing in a YRC II Facility must be screened for PRTF admission with two exceptions:</p> <p>Youth do not have to be screened within 14 days of admission to the YRC II Facility if the youth does not need mental health/substance abuse services at the time of YRC II Facility admission. However, if a mental health/substance abuse need arises during the course of the youth's stay at a YRC II Facility the youth must be screened within 14 days of the need arising.</p> <p>Youth also do not have to undergo a PRTF screen if the youth is already receiving mental health/substance abuse services from a PAHP or PIHP associate, including a community mental health center, or independent practitioner at the time of admission to a YRC II Facility, it is the YRC II Facility's responsibility to consult with the youth's primary therapist to ensure the youth does not need PRTF services. The YRC II Facility must document in the youth's file that the youth does not need PRTF services. The YRC II Facility must also have copies of the youth's most recent mental health or substance abuse evaluations on file to document that they do not need to be in a PRTF.</p> <p>If the youth does not screen into a PRTF and needs incidental outpatient Mental Health/Substance Abuse treatment the youth may be served in a YRC II Facility.</p> <p>Youth needing Mental Health/Substance Abuse treatment may be placed in a YRC II Facility prior to being screened for a PRTF as long as they are screened within 14 days of admission to the YRC II Facility, and placed in the PRTF within 14 days of the screen, if the youth is determined to need PRTF services.</p> <p>Youth may step down to a YRC II Facility from a PRTF after the screener and treatment team have determined the youth no longer needs the level of care provided by a PRTF.</p> <p>YRC II Facility's may employ associates of the Prepaid Ambulatory Health Plan (PAHP) or Prepaid Inpatient Health Plan (PIHP) to provide incidental Mental Health/Substance Abuse treatment to youth residing in the YRC II Facility facility. However, these associates will be treated like all other PAHP and PIHP associates and services will have to be pre-authorized by the PAHP or PIHP.</p> <p>Whenever possible youth must be given the choice of treatment providers. If YRC II Facility's primarily rely on one provider they should work to ensure youth are still offered the choice to differ from that provider.</p>

Source:

Policies, Procedures or Documents

Indicator #		Review p/p.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Case Records

Indicator #		Look for referral to Kansas Health Solutions/Value Options.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Case Records

Indicator #		Look for PRTF/RADAC screen.			
		The reviewer should note in this comment section; a) The total number of cases reviewed, and b) The number of PRTF/RADAC screens found.			
		If no PRTF/RADAC screens are found in the original sample of cases pulled, then ask staff how many other cases include PRTF/RADAC screens, add "a few" to the sample, and review.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Policies, Procedures or Documents

Indicator #		Are mental health or substance abuse treatment services provided by YRC employees? If so; review PIHP / PAHP associate agreements.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Case Records

Indicator #		Review documentation in the case record for evidence that the youth was offered the choice of provider.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Section:	Section 2.4 - Professional Services
Requirement :	Professioal services shall be available to the extent necessary to meet the needs of the resident's served. Professioal services shall include physicians, dentists, nurses, clergy, social workers, psychologists, psychiatrists, teachers, and dieticians.

Source:

Pdicies Procedures or Documents

Indicator#	Review/p.			
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Section:	Section 3.1 - Residential Care System
Requirement:	<p>Residential Care System:</p> <p>Each YRC II Facility shall have a written program of consistent rules and regulations guiding and governing the daily behavior of the youth under the care of the program. The behavior management system should include a description of daily general routines of the program. The system of rules, rewards, and consequences for given behaviors should be identified. The overarching goals should be to not only help the youth adjust to the residential facility but also to daily life within society.</p> <p>Each youth shall be oriented to the YRC II Facility's behavior management system by a staff member during the admission or orientation process. The YRC II Facility facility should also post the behavior management system in a common area where youth are able to easily access the system or the youth should be given a written copy of the system to use as a reference. The system should include rules governing interpersonal interactions with staff and peers, facility leave policies, school attendance and behavior while at school, verbal and physical aggression, allowable possessions, awakening and bedtime hours, leisure hours, visitation policies, AWOL attempts, involvement in recreation and other activities, self-destructive behaviors, sexuality, communications with family and others outside the program, religious worship, involvement in therapies, theft, property destruction, behaviors resulting in mandatory removal from the program, and behaviors at the program which could result in legal prosecution.</p>

Source:

Case Records

Indicator #		Review case file for documentation of youth orientation.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Policies, Procedures or Documents

Indicator #		Review p/p.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Facility Tour

Indicator #		Check common areas for posting of the behavior management system.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Section:	Section 3.2 - Program / Scope of Services
Requirement:	<p>YRC II Facility will provide a program for youth in the facility that covers the following program service components:</p> <p>Daily Living Services - Daily living services shall be provided and include the following: Room, board, child care, personal spending money, and school fees. Transportation to appointments within a 60-mile radius; including to and from school, medical care, recreation, etc.</p> <p>Academic activities - assistance with school work, vocational training, and/or G.E.D. training.</p> <p>Situational Training- to include but not limited to: Personal Hygiene - Body cleanliness, use of deodorants and cosmetics, appropriate clothing, choosing clothing to fit individual and occasion, and keeping clothes neat and clean.</p> <p>Health - Identifying and understanding residents' health needs; securing and utilizing necessary medical treatment including preventive and health maintenance services; gaining information and education in health maintenance (including preventive measures, nutrition, menstruation, rest, cleanliness, family planning, drugs, sexually transmitted diseases, exercise, and motivation for meeting own health needs), maintaining contact with providers of health services (physician, nurse, clinic) and using outside resources for assistance (clinics, pharmacies, hospitals).</p> <p>Consumer education for independent living- Budgeting, comparative buying, installment buying, avoiding risks, identifying illegal or excessive interest rates, use of credit, avoiding or dealing with debts, using checking and savings accounts, and paying taxes.</p> <p>Communication skills: The youth's articulating thoughts and feelings through appropriate use of such skills as speech, writing, and use of the telephone.</p> <p>Home Management: Making the bed and changing linens, using the vacuum cleaner, dusting, organizing belongings, disposing of trash, cleaning all areas of the home, operating appliances, cooking complete meals, making simple repairs, who to call when a major repair is needed, being aware of the need for upkeep, handling emergencies, knowing first aid.</p> <p>Situational Guidance: Identifying and accepting strengths, developing patterns of acceptance and coping with authority figures, getting along with others, sharing responsibility, being considerate of others, developing friendships, knowing when to go home when visiting, recognizing or modifying attitudes toward self or others, responsible work attitudes, tolerance of verbal criticism, reactions to praise, punctuality, and attendance.</p> <p>Recreation: Participating in leisure time activities, learning how to spend leisure time, developing outside activities, managing time, finding recreation with little or no expense involved, finding community projects to take part in, participating in social groups, participating in sports and games, arts and crafts, and appreciating fine arts.</p>

Source:

Policies, Procedures or Documents

Indicator #	Review resource base (list of resources) utilized by Case Coordinator.			
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Source:

Case Records

Indicator #	Review case file for program plan and implementation.			
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Source:

Policies, Procedures or Documents

Indicator #	Review p/p.			
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Section:	Section 3.3 - Initial Assessment
Requirement:	<p>When a youth enters the facility, their strengths and needs shall be assessed within twenty-four (24) hours of admission and shall include but not be limited to the following:</p> <p>(1) Reasons for referral to the facility.</p> <p>(2) Evaluation or assessment covering the following areas</p> <ul style="list-style-type: none"> a) physical health b) family relations c) academic or vocational training d) community life e) interpersonal interactions f) daily living skills g) immediate treatment needs.

Source:

Policies, Procedures or Documents

Indicator #		Review p/p.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Case Records

Indicator #		Review case record.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Case Records

Indicator #		Review LOC (level of care) assessment and other evaluations conducted by the facility.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Section:	Section 3.4 - Individualized Program Plan
Requirement:	<p>(a) The "program plan" shall address the emotional, physical, educational, social, familial, and independent living needs of the youth, where appropriate.</p> <p>(b) The program plan is designed to achieve the recipient's discharge from the facility at the earliest possible time.</p> <p>(c) The program plan shall include: Long term goals in the areas of physical health, family relations, daily living skills, academic and/or vocational skills, interpersonal relations, and emotional/psychological health. Short term goals which will help a youth eventually reach his/her long term goals in each of the above areas. Specific plans for reaching the short-term goals including services to be provided and frequency. Estimated time for reaching short term goals. At a minimum, the resident, the resident's parents or guardian, and the placing agency should be involved in development of the program plan. The case file shall contain signatures indicating that they have participated in the development of the program plan.</p> <p>(d) The program plan shall be developed by a YRC II Facility Case Coordinator within fourteen (14) days of admission to the facility.</p> <p>(e) The program plan should be thoroughly reviewed and revisions made at the case review conferences within 30 days of admission and each 30 days thereafter.</p> <p>(1) The program plan shall be established by the end of 14 days.</p> <p>(2) Program plans should be updated whenever new needs are identified or when program goals are met.</p>

Source:

Policies, Procedures or Documents

Indicator #		Review p/p.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Case Records

Indicator #		Check for signatures on reviews.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Case Records

Indicator #		Review case record.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Case Records

Indicator #		Check for program objectives.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Case Records

Indicator #	Check for 30 day reviews.			
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Source:

Case Records

Indicator #	Review discharge planning.			
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Section:	Section 3.5 - Discharge / Aftercare Plan
Requirement:	Active services include discharge planning. Discharge planning shall begin upon admission of the youth to the facility. At a minimum, the resident, the resident's parents or guardian, and the placing agency should be involved in planning the discharge of a resident from the facility. A discharge summary shall be completed at the time of the youth's discharge. This shall include delineation of after-care plans and goals which the youth have reached. Written recommendations for aftercare shall be made and should specify the nature, frequency, and duration of services the facility recommends for the youth. The plan shall also document who the responsible parties are for aftercare services.

Source:

Case Records

Indicator #		Review closed files for aftercare planning.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Case Records

Indicator #		Review discharge planning.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Policies, Procedures or Documents

Indicator #		Review p/p.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Case Records

Indicator #		Review closed files for discharge summary.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Section:	Section 3.6 - Visitation / Therapeutic home visits
Requirement:	<p>Contacts between the resident and their parents/guardian shall be allowed while the resident is in care unless the rights of the parents have been terminated by court order or family contact is not in the resident's best interest.</p> <p>When home visits are a part of the program plan, there shall be pre and post home visit contacts between the youth, their family, and facility program staff regarding the home visit. Because the goal of placement is to return the youth to a family-like setting, it is important that home visits be carefully planned and executed in the best interests of permanency planning for the youth. All home visits shall be arranged through coordination with the child's custodial case manager.</p>

Source:

Policies, Procedures or Documents

Indicator #	Review p/p.			
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Source:

Facility Tour

Indicator #	Ask to see visitation area.			
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Source:

Case Records

Indicator #	Review case record for pre and post home visit documentation.			
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Section:	Section 4.1 - Resident's Rights / Privacy
Requirement:	a.) The staff of the facility shall allow privacy for each youth. The facility's design shall also provide supervision according to the ages and needs of the residents. Each resident shall have a quiet area where they can withdraw from the group when appropriate.

Source:

Policies, Procedures or Documents

Indicator #		Review p/p.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Facility Tour

Indicator #		Observe areas designated for quiet time.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Section:	Section 4.1.1 - Resident's Rights / Communication
Requirement:	<p>b.) The facility shall have clearly written policies regarding visits, gifts, mail, E-mail and telephone (including cell phone) calls between the resident and their family, or guardian. These policies shall be made known to the resident and his/her family/guardian at or prior to admission. Residents shall be allowed to send and receive mail and have telephone conversations with family members/guardians unless it is not in the best interest of the youth, the safety and security of facility, or if a court order necessitates restrictions.</p> <p>If restrictions on communications or visits are necessary these shall be documented in the youths program plan and reviewed at the 30-day case reviews. The youths custodial case manager must be notified of any new restrictions to communications or visitation implemented by the facility prior to it's implementation.</p>

Source:

Case Records

Indicator #		If restrictions are noted review notification.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Policies, Procedures or Documents

Indicator #		Review p/p.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Section:	Section 4.1.2 - Resident's Rights / Possessions
Requirement:	c.) A resident shall be allowed to bring personal possessions to the facility and may acquire other possessions in accordance with the policies of the facility. Prior to admission, information shall be made available to the youth and their parents/guardians concerning what possessions a youth may bring to the facility and the kinds of gifts they may receive.

Source:

Policies, Procedures or Documents

Indicator #		Review p/p.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Case Records

Indicator #		Review literature provided to resident / family.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Section:	Section 4.1.3 - Resident's Rights / Discipline
Requirement:	Discipline shall be consistent and not be physically or emotionally damaging. Youth shall not be subjected to cruel, severe, unusual, or unnecessary punishment. Youth shall not be subjected to remarks that belittle or ridicule them or their families. Residents shall not be denied food, mail, or visits with families as punishment. Seclusion shall not be utilized as a disciplinary measure. Only staff members shall discipline youth.

Source:

Policies, Procedures or Documents

Indicator #		Review p/p.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Case Records

Indicator #		Review documented disciplinary measures.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Section:	Section 4.2 - Monitoring of the resident in time out.
Requirement:	<p>A. Special circumstances affecting youth in YRC II Facilities:</p> <p>(1) Time Out: A procedure used to assist the individual to regain emotional control by removing the individual from his or her immediate environment and restricting the individual to a quiet area or unlocked quiet room. Application of time out: a) A resident in time out must never be physically prevented from leaving the time out area. b) Time out may take place away from the area of activity or from other residents. c) Staff trained in the use of emergency safety interventions, must be physically present in or immediately outside the time out area continually assessing, monitoring and evaluating the well-being of the resident in time out. Video monitoring does not meet this requirement. d) Staff must continuously monitor the resident while he or she is in time out.</p>

Source:

Case Records

Indicator #		Ask to review files of resident who have been placed in time out. Look for staff observation notes in case record.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Policies, Procedures or Documents

Indicator #		Review p/p.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Section:	Section 4.3 - Emergency Safety Interventions
Requirement:	<p>B. Special circumstances affecting youth in YRC II Facilities: (2) Emergency safety intervention:</p> <p>An emergency safety intervention is the application of physical force to prevent a resident from harming themselves or others. Emergency safety interventions must be performed in a manner that is safe, proportionate, and appropriate to the severity of the behavior, and the resident's chronological and developmental age, size, gender, physical, medical, psychiatric condition, and personal history.</p> <p>The use of emergency safety interventions must be performed only through the use of nationally recognized restraint procedures applicable to this population designed to prevent a resident from harming self or others by exerting external control over physical movement.</p> <p>Physical restraint is the application of physical force without any mechanical device, for the purpose of restricting the free movement of a resident's body. Physical restraint should be used only as a last resort after all verbal de-escalation techniques have failed and when the resident is at-risk of harming themselves or others.</p> <p>Mechanical restraint is the use of mechanical devices to restrict the free movement of the resident's body, most often for purposes of preventing self-destructive behavior. Mechanical restraints are not allowed in YRC II Facility residential facilities.</p> <p>Each facility must have a written restraint policy and all staff must be trained to provide safe physical restraints in the event of an emergency safety intervention. Staff must be trained in authorized, well-recognized training programs for managing aggressive behavior. Staff training records must be kept as part of the staff member's personnel file and must be made available upon request. At the time of admission to a facility, the resident and parent/guardian must be oriented to the restraint policies of the facility and must sign a written acknowledgment of this orientation. This written acknowledgment shall be kept in the client's case record.</p>

Source:

HR Files

Indicator #		Review personnel files for documentation of required training.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Policies, Procedures or Documents

Indicator #		Review written plan to limit use of restraints.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Policies, Procedures or Documents

Indicator #		Ask for other effective techniques and alternatives used by the facility.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Case Records

Indicator #		Look for required signatures.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Case Records

Indicator #		Review restraint logs.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Policies, Procedures or Documents

Indicator #		Review p/p.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Section:	Section 5.1 - Facility reporting – Critical Incidents
Requirement:	<p>Critical Incident: Critical Incident is an occurrence that requires the provider to make a response that is not a part of the program's ordinary daily routine. Examples of critical incidents include, but are not limited to, suicide, attempted suicide, homicide, death of a resident, AWOL, injury that is either life-threatening or serious (see definition of serious youth injury), fire which requires fire department response, alleged maltreatment of a youth, assault by a youth resulting in criminal charges, sexual misconduct, or other act or situation which would require a response by law enforcement, the fire department, an ambulance, or another emergency response provider, or any event that has potential for news media coverage.</p> <p>Serious youth injury: Any injury to a youth that requires the youth to be hospitalized or receive significant medical treatment. Significant medical treatment is treatment that could not be handled by a trained health care person outside of the hospital or clinical setting.</p> <p>Critical Incident Reporting: - Critical incidents are to be reported to the youth's custodial case manager, KDHE, and the youth's parent or guardian when appropriate. - The facility must report the death of a youth immediately to the youth's custodial case manager with a written report within 24 hours of the event. - AWOL's are to be reported verbally to law enforcement and the custodial case manager immediately with a written report to the custodial case manager within 24 hours of the event. An immediate verbal notification is to be made to law enforcement and to the custodial case manager when the youth returns or is located. - All other critical incidents are to be reported verbally within 12 hours followed by a written report within 24 hours of the event. - If the critical incident involves abuse, neglect, or exploitation the facility must also follow mandated reporting requirements. - All facilities must have procedures for reporting critical incidents to administrative staff and recording critical incidents in the resident files. - An administrative file of critical incidents must be kept by facility.</p>

Source:

Case Records

Indicator #		Check critical incidents log.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Case Records

Indicator #		Review reports of critical incidents.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Case Records

Indicator #		Review sample from log for compliance w/ reporting within proper time frame.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Policies, Procedures or Documents

Indicator #		Review p/p.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Section:	Section 6.1 - Education and training.
Requirement:	<p>Staff In-service Training: Each facility must have an in-service orientation/training program for new employees, which is especially directed toward the initial training needs of staff working directly with residents. Documentation of completion of orientation training must be kept in the staff member's personnel file. The in-service orientation program shall provide written documentation that all staff are oriented to the following:</p> <ol style="list-style-type: none"> Facility policy and procedures manual Facility emergency and evacuation procedures Emergency safety interventions (including management of aggressive or suicidal behavior and orientation to the facility's restraint policies and procedures) The handling of blood born pathogens Facility discipline standards Abuse/neglect mandatory reporting laws Client record documentation policies and procedures Policies and procedures for resident medication management Resident rights Confidentiality laws Training in CPR/First Aid within 3 months of employment De-escalation techniques <p>Each facility shall also have a written annual staff in-service training plan which addresses the annual training needs of all staff having direct contact with residents. This annual training is beyond or in addition to the initial 32-hour orientation training program. All YRC II Facility direct care staff, shall have a minimum of forty (40) documented clock hours of in-service training per year. Documentation shall be provided in each staff member's personnel record to include content, amount of time, trainer, and his/her qualifications. Topics shall include but not be limited to:</p> <ol style="list-style-type: none"> CPR and First Aid Blood born pathogens Medications management Emergency safety interventions Substance abuse patterns Childhood and adolescent development (including developmental disorders) Childhood and adolescent psycho-pathology (including such topics as effects of abuse/neglect, reactive attachment disorders, separation anxiety disorders, ADHD) Childhood and adolescent sexuality issues, especially the effects of early sexual abuse De-escalation techniques

Source:

Policies, Procedures or Documents

Indicator #	Review p/p.			
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Source:

HR Files

Indicator #	Review personnel files for annual training.			
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Source:

Policies, Procedures or Documents

Indicator #	Review training curriculum.			
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Section:	Section 7.1 - Record Storage Requirements
Requirement:	Record Retention: Case records, including medical records, shall be maintained 5 years from the date of the youth's discharge or until completion of an on-going audit and production of a final audit report, whichever is longer.

Source:

Policies, Procedures or Documents

Indicator #		Review p/p.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Facility Tour

Indicator #		Ask where records are stored.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Section:	Section 8.1 - Education
Requirement:	All facilities shall have an education agreement with a school district certified by the state board of education. The facility shall ensure routine communications between the staff and any educational program in which the youth is placed. This may include requesting and participating in the development of an Individual Education Plan for each resident when appropriate. These contacts shall be noted in the youth's case record.

Source:

Case Records

Review report card.				
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Source:

Case Records

Indicator #	Review progress reports.			
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Source:

Case Records

Indicator #				
Indicator #		Review school schedule.		
Compliance:		Substantially Met	Partially Met	Not Applicable
Comments:		Reason		

Source:

Case Records

Indicator #	Review methods for providing education.			
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Source:

Case Records

Indicator #		Look for enrolled in school.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Policies, Procedures or Documents

Indicator #		Ask how education is provided.			
Compliance:		Substantially Met	Partially Met	Not Applicable	Reason
Comments:					

Source:

Policies, Procedures or Documents

Indicator #	Review p/p.			
Compliance:	Substantially Met	Partially Met	Not Applicable	Reason
Comments:				

Section:	Section 9.1 -Measurable outcomes:
Requirement :	All Youth Residential Centers providers must meet the outcome standards, and be in compliance with data collection, and reporting; as stated by the Department for Children and Families of Kansas, Division of Health Care Policy Mental Health.

Source:

Policies Procedures or Documents

Indicator#	To be determined.			
Compliance:	Substantially Met	Partially Met	Nd Applicable	Reasoo
Comments:				

Section:	Closing Comments
Requirement :	Closing Comments

Source:

Case Records

Indicator#		Closing Comments.
Compliance:	Substantially Met	<div><div>!Partially Met</div><div><div>!NO</div>Applicable</div><div>!Reason</div></div>
Comments:		



Strong Families Make a Strong Kansas